

**UTAH ARTHRITIS PROGRAM
ADVISORY COMMITTEE
BY-LAWS
(02/04/04)**

Article I - Name

The name of this organization is the Utah Arthritis Program (UAP) Advisory Committee.

Article II - Purpose

The purpose of this Advisory Committee is to provide public input and guidance for the activities of the UAP, a program of the Utah Department of Health, and to inform arthritis activities in Utah, by:

1. Advising the Utah Department of Health on arthritis issues.
2. Assisting in the development of Department and Program policies and procedures for arthritis.
3. Advising the Program on the Arthritis Plan, including goals, objectives and activities.
4. Providing feedback, based on program reports and evaluation, to UAP to improve Program functions.

Article III - Membership

Section 1. Eligibility: Members is open to any individuals, organization, business, agency, or other with interest or expertise in arthritis. With particular focus on arthritis in Utah.

Section 2. Term of membership: Organizational membership is ongoing and each member may determine to their active period on the Utah Arthritis Advisory Committee. If, and when, a member chooses to resign, that member should nominate a member of similar background or interest to fill the vacant position. If this does not occur, the UAP will invite or select said individual.

Section 3. Member responsibilities:

1. Attend and participate in Committee meetings.
2. Perform other duties as requested by the Chair. These may include but not be limited to:
 - Advising the UAP on critical issues related to program activities
 - Review and evaluate program documents including the Utah Arthritis Plan
 - Serve on work group and implementation teams as requested
 - Participate in annual “brainstorming” sessions intended to identify key interests and priorities.

Article IV - Chair

Section 1. Selection: The Chair will initially be a member of UAP staff. At a time agreed on by members, nominations and elections will be held for a Chair Elect. Upon taking office, the former Chair will become Immediate Past Chair.

Section 2. Term of office: The term of office for the Chair, Chair-Elect and Past-Chair will be one year beginning in January. The Chair-Elect will succeed to the Chair position.

Section 3. Chair responsibilities:

1. Act as spokesperson for the Board, advance the purpose and positions of the Board through every appropriate means possible.
2. With the Officers and the Board, provide guidance to the Program on its activities.
3. With UAP staff, develop agendas for meetings.
4. Preside over meetings of the Board.

Section 4. Chair-Elect responsibilities:

1. Serve in the absence of the Chair.
2. Succeed to the office of Chair following term as Chair-Elect.
3. Perform other duties as requested by the Chair.

Article IV - Committees

Section 1. Purpose. Committees will be established on an as-needed basis to facilitate the work of the Board.

Section 2. Composition. Committees shall be composed of at least two members who volunteer to serve.

Section 3. Accountability. The members of the committees shall be responsible to keep the Board apprised of their activities.

Article V - Meetings

Section 1. Frequency and purpose. The Advisory Board will meet at twice yearly:

1. Develop and implement Utah's Arthritis Plan
2. Review the proposed annual program plan for the UAP and provide input.
3. Provide on-going guidance to the Program on its activities.
4. Receive reports from the UAP.
5. Provide input on arthritis issues affecting the state.
6. Provide educational opportunities for the membership.

Section 2. Notice. Notice of any meetings of the Advisory Board meetings shall be mailed, faxed, or e-mailed to the officers and members at least fourteen days prior to the meeting.

Article VI - UAP Staff

Section 1. Staff Responsibilities. The responsibilities of the UAP staff are to:

1. Arrange all meetings of the Board and its committees and provide agendas and materials as needed.
2. Provide minutes to members following all meetings.
3. Staff and facilitate committees as needed.

Section 2. Respond to Board requests. Feedback on identified issues and concerns brought to the UAP will be provided at the next meeting of the Board, or sooner, if requested.

Article VII - Amendments

These by-laws will be reviewed and updated annually by the Advisory Board and UAP.